

**Position:** Manager of Student Health Services (Full-time; 10-month position)

**Department:** Division of Student Affairs

**Reports to:** Dean of Students

**Job Summary:** Facilitates a student health care program that best serves the St. Francis College community. Provides for the immediate basic health care needs of students while establishing a welcoming and comfortable environment. Manages the day to day functions of the College's health center and responds to crisis or emergencies as they may develop. Interacts with students, parents, employees, community members, health care agencies and other professionals as necessary. Maintains a working knowledge of best practices in the health care field and has a related understanding of local, state and federal regulations, including Centers for Disease Control policies and procedures. Collaborates with the campus community to create an inclusive health and wellness environment that provides educational programs, activities and resources. Assists in coordinating reasonable accommodations for students with disabilities.

**Duties and Responsibilities:**

- Provides primary medical care to the student community and responds to the basic health needs of students.
- Prepares for and responds to on campus medical crisis or emergencies; provides health and wellness advising.
- Interacts with health care agencies and professionals as necessary; maintains resources of area health care providers and other medical resources and emergency services information.
- Coordinates the College's Immunization process in collaboration with the Registrar's office.
- Coordinates the College's blood drives and health fairs, and health and wellness programs/events as directed.
- Collaborates with others within the College community, including, but not limited to, Security, Facilities, Residence Life, and academic departments to identify and organize the emergency evacuation of students with disabilities.
- Establishes a health and wellness resource center; responsible for the creation of a health and wellness information and educational resource center for the College community.
- Creates monthly health and wellness workshops, lectures and discussions about current topics in the health care field.
- Collaborates with the College's Residence Life and Counseling Center areas, as well as other areas of the College community, regarding health education workshops, programs or events.
- Participates in training programs and in institutional emergency preparation plans.
- Updates the Dean of Students, when appropriate, on student/campus health related concerns.
- Maintains data and information on current trends in the Higher Education Health Care profession; networks with the community and other educational institutions.
- Participates in professional development workshops and programs, as appropriate.
- Maintains confidential documents and files.
- Maintains and manages health and wellness center's office supplies.
- Generates monthly reports to the Dean of Students, as directed.
- Other duties as requested by the Dean of Students

**Qualifications:**

- Licensed Practical Nurse (LPN) or Registered Nurse (RN) and appropriate New York state licensure is required.
- Current CPR (cardiopulmonary resuscitation) and AED (automated external defibrillator) certifications, or ability to obtain certification, is required.
- Experience working in an urban educational environment is preferred.

**Compensation and Benefits:**

- Salary: \$60,000 per year.

This position is full time, benefits eligible and requires 10-months of work during the year. Specific work schedules will be confirmed, however, summer work hours will generally not be required.

- Benefits: St. Francis College's comprehensive benefit plan contributes significantly to total compensation, professional development and appropriate work-life balance. The College's benefit offerings to eligible employees include health, dental and vision plans, retirement and savings plans, tuition benefits and generous paid time off.

Interested applicants can apply by clicking [here](#).